

PRIVATE USE OF PUBLIC RIGHT OF WAY – THE R-PERMIT

9.9 How to Check the R-Permit Application

- 1) Check the R-Permit application
 - Verify Applicant name, address and telephone
 - Verify job address by completing an address search
 - Verify ownership of proposed encroachment
 - Verify if job is within a City Planning Specific Plan Area. Refer Applicant to City Planning. Applicant must secure City Planning approval as a condition of R-Permit approval
- 2) Verify scope and type of work
 - Determine nature encroachment
 - Check sketch of encroachment
 - Determine type of encroachment
 - Determine R-Permit fee
 - Collect R-Permit fee
- 3) Conduct field investigation if necessary
 - Determine compliance with minimum pedestrian passage requirements.
 - Check for Hillside Area requirements
- 4) Verify Waiver of Damages and Liability Insurance
 - Prepare Waiver of Damages documentation
 - Determine amount of liability insurance and prepare forms
 - Prepare and issue R-Permit conditions letter
- 5) Determine if other permits are required
- 6) Permit Issuance
 - Determine if all R-Permit conditions have been met
 - Obtain and verify required signatures
 - Issue R-Permit